



## Volunteers for Coordinator

### Overview

The International Cooperative Alliance-Asia and Pacific Committee on Youth Cooperation (ICYC) has its origin established from the 2000-2004. During this period, a factual and working model for the committee was formed and recognized by the task force and set of rules and regulation, and guide-lines were developed in order to have a structure of this committee.

The main objective of ICYC is to promote co-operative under the supervision and direction of the committee as stated in the constitution Article 3 which are as follows:

1. Encourage youth to become active members, employees and leaders of Cooperatives and to help them learn participatory democracy;
2. Strengthen business activities of Cooperatives by youth through member education/promotion, member participation, joint business activities, etc.;
3. Promote the inclusion of youth into the mainstream of the cooperative organization via youth representation in the local, national, regional and global level.

<b>Job Title:</b>	Coordinator	<b>Job Category:</b>	Volunteer
<b>Committee:</b>	ICYC	<b>Level/Salary Range:</b>	No Salary
<b>Will Train Applicant(s):</b>	Yes	<b>Location:</b>	Online and some physical work
<b>Travel Required:</b>	No	<b>Period of Service:</b>	4 - 6 weeks   7 Hour per Week
<b>Gender:</b>	Any	<b>Experience:</b>	No Experience required
<b>Reporting Line:</b>	Chairperson	<b>Job Code:</b>	V2xx
<b>Job Description</b>			

### Role and Responsibilities:

1. Circulating the information for International Youth Day in the Social and any other media. 6 or 7 hours per week assignment. (1 hour per day)
2. All Volunteers are required to report to Chairperson of ICYC for briefing, coordination and approval.
3. Each Volunteer will also be assigned work accordingly with special task as well to qualify for further working hours.
4. Coordinating with other team members for posting and making sure of posting in the right platform.
5. Weekly reporting to the Chairperson.
6. Manufacturing minutes of the meeting.
7. Responsible for scheduling and taking measure on staying on the course of the timeline.



**Requirement:**

1. Stable internet
2. Own laptop or Pc
3. Own Gmail Account

**Education and Qualification**

1. Bachelor student or graduate with preference in Management Discipline, Marketing majors, Communication or having equivalent education.
2. Have studied introduction to Communication as a subject or related courses.
3. Course must be completed in English Language.

**Skill Set:**

1. Proficiency in English is Mandatory
2. Additional edge French and Spanish
3. Proficient in Microsoft Office or Google Sheet, Form and Document.
4. Presentable in reporting and communicating with peers and authorities.
5. Able to learn new things.
6. Can work in Cross Cultural Team
7. Self-motivate and drive to serve the community.

**Application Section**

Please submit your application by email to [ahsanalithakur@yahoo.com](mailto:ahsanalithakur@yahoo.com) with the subject: **“Volunteer for ICYC, Country (Name of Position - Ex. Content Writer)”**. Attach your resume with your profile picture with in the resume.